

**Minutes of the Full Council meeting held at Treloweth Community Hall, on**

**Thursday 19th March 2020 at 7 p.m.**

**Present:** Councillor M. Moyle (Vice Chairman), D. Carlisle, P. Holmes, C. Jordan, J. Pollock and

R. Sheppard

**20/03/01 WELCOME AND FIRE PROCEDURES**

Cllr. Moyle welcomed the meeting and explained the fire procedures.

**20/03/02 APOLOGIES FOR NON-ATTENDANCE**

 Councillors C. E. N. Bickford, D. Cousins, P. Cousins, B. Fielder, R. Hendry, R. Shepherd

 and D. Wills

**20/03/03 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA**

No interests were disclosed.

**20/03/04 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

No written requests for dispensations were received.

**20/03/05 PUBLIC PARTICIPATION**

There were no members of the public present.

**20/03/06 RECEIVE AND APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON**

 **20th February 2020**

The draft minutes of the Full Council meeting held on 20th February 2020 were received.

**Resolved: that the minutes of the Full Council meeting held on 20th February 2020 are approved and duly signed by the Chairman.**

**Proposed:** Cllr. M. Moyle **Seconded:** Cllr. C. Jordan

**20/03/07 CONSIDERATION OF REPORTS ON THE MINUTES**

There were no reports to consider.

**20/03/08 ACCOUNTS**

**(a) To receive financial statements for the month ending February 2020**

 The accounts for the month ending February 2020 were received and noted.

 **Resolved: that the financial statement for the month ending February 2020 are accepted and noted.**

 **Proposed:** Cllr. C. Jordan **Seconded:** Cllr. D. Carlisle

**(b) To receive and approve the payment schedule for the month of March 2020**

The meeting received the payment schedule for the month of March 2020.

Cllr. Jordan confirmed that he had completed financial checks and accounts are accurate.

**Resolved: that the payment schedule for the month of March 2020**

 **is approved.**

**Proposed:** Cllr. M. Moyle **Seconded:** Cllr. C. Jordan

**(c) To nominate a member to check the invoices, cheques and RBS for the month of April 2020.**

A Councillor was not nominated at this time due to agenda item 20.

**(d) To receive and approve the bank reconciliation for the month of February 2020.**

Bank reconciliations for the month of February 2020 were received.

 **Resolved: that the bank reconciliations for the month of February 2020 are approved.**

 **Proposed:** Cllr. C. Jordan **Seconded:** Cllr. J. Pollock

**(e) To receive recommendations for transfers to new bank accounts**

The meeting received the recommendations for bank transfers

 **Resolved: that £178,973.85 is transferred from the Lloyds Business Instant Account to the Unity Instant Access account.**

 **Proposed:** Cllr. C. Jordan **Seconded:** Cllr. P. Holmes

 **Resolved: that £3,000 is transferred from the Lloyds Treasurer Account to the Unity Current Account.**

 **Proposed:** Cllr. C. Jordan **Seconded:** Cllr. D. Carlisle

**Resolved: that £ 21,000.00 is transferred from the Lloyds Business Instant Account to the Lloyds Treasurer Account.**

 **Proposed:** Cllr. M. Moyle **Seconded:** Cllr. C. Jordan

**Resolved: that from 1st April 2020, that where possible all payments will be made by bank transfer from the Unity Current Account.**

 **Proposed:** Cllr. C. Jordan **Seconded:** Cllr. P. Holmes

**20/03/09 CORRESPONDENCE**

The following correspondence was copied to all Councillors.

 **20/21 CORMAC -** Highways & Environment

 **20/22 Forest for Cornwall -** Newsletter

 **20/23 Cornwall Streetwords -** Road Closure, BT, Carnkie, Redruth: 14th – 16th April 20

 **20/24 Cornwall Council -** Coronavirus Updates

 **20/25 Local Resident -** Enquiry about defibrillator Tregajorran

 **The meeting agreed to note the correspondence.**

**20/03/10 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS HELD SINCE THE LAST FULL COUNCIL MEETING AND AGREE ANY ACTIONS**

 **Planning Committee held on 27th February 2020**

 The minutes of the Planning Committee held on 27th February 2020 were received.

 **Resolved: that the minutes of the Planning Committee held on 27th February 2020 are noted.**

 **Proposed:** Cllr. P. Sheppard **Seconded:** Cllr. D. Carlisle

 **Staffing Committee held on 5th March 2020**

 The minutes of the Staffing Committee held on 5th March 2020 were received.

 **Resolved: that the minutes of the Staffing Committee held on 5th March are noted.**

 **Proposed:** Cllr. D. Carlisle **Seconded:** Cllr. M. Moyle

 **Amenities and Projects Committee held on 5th March 2020**

The minutes of the Amenities and Projects Committee held on 5th March 2020 were received.

 **Resolved: that the minutes of the Amenities and Projects Committee held on 5th March 2020 are noted and the following recommendations approved: -**

* **to obtain quotations for a replacement flag pole**
* **that the Groundsman complete painting of benches by the end of April**
* **that the Clerk make arrangements for the installation of the War Memorial with the Caretaker**
* **that the Clerk make the appropriate arrangements for the sale of the petrol equipment at the price of £650.00**
* **that delegated powers be granted to the Clerk and the Chairman of the Council to make arrangements for the garden competition within the budget set**
* **that a decision regarding the memorial plaque be deferred until the next meeting of the Amenities and Projects Committee in order for Cllr. MacDonald to make further enquiries with Cllr. Holmes regarding the possibility of including names on the existing war memorial.**
* **that the Council do not continue with the installation of air pollution monitors**

 **Proposed:** Cllr. C. Jordan **Seconded:** Cllr. D. Carlisle

 **Staffing Committee held on 12th March 2020**

The minutes of the Staffing Committee held on 12th March 2020 were received.

 **Resolved: that the minutes of the Staffing Committee held on 12th March 2020 are noted and the following recommendations approved: -**

* **that the Stress Risk Assessment is accepted by Full Council with the addition of developing 6 monthly reviews and yearly appraisals.**
* **that the reviewed Absence Management Policy and amendments are accepted by Full Council**

 **Proposed:** Cllr. D. Carlisle **Seconded:** Cllr. M. Moyle

**20/03/11 REPORTS**

1. **Chairman’s Report**

Cllr. Moyle read an update received by email from the Chairman of the Council. This included meetings attended.

1. **Police Report**

There was no police report.

1. **Finance Member’s Report**

The Finance Member was not at the meeting to report. The Clerk reported that Cllr. Jordan had completed the financial checks this month and agreement of bank transfers were made previously in the meeting.

1. **Clerk Report**

A written report was received.

1. **Written reports**

No written reports were received.

1. **Verbal report**

Cllr. Jordan reported on attending the Governance review meeting.

**20/03/12 CORNWALL COUNCILLOR REPORTS**

 There were no Cornwall Councillor reports received.

**20/03/13** **TO RECEIVED AN UPDATE ON DEVOLUTION AND APPROVE EXPENDITURE**

 Cllr. Moyle reported that the scheduled meeting had been cancelled and will be rescheduled.

**20/03/14 TO RECEIVE A REPORT REGARDING NEIGHBOURHOOD PLANNING AND MAKE APPROPRIATE RESOLUTION**

Cllr. Jordan reported that the Neighbourhood Plan Steering Group meeting that was scheduled had been cancelled and that there is no update at this time.

**20/03/15 TO RECEIVE AN UPDATE ON THE COMMUNITY GOVERNANCE REVIEW**

Cllr. Moyle reported that there was no update at this time.

**20/03/16 TO RECEIVE AN UPDATE FROM THE VE WORKING PARTY AND MAKE APPROPRIATE RESOLUTIONS**

Cllr. Holmes reported on discussions held to date regarding possible arrangements to commemorate VE Day, these included the possibility of a small church service, involvement of local schools and the Brownies and a concert of VE songs. The meeting considered arrangements due to the current situation regarding the Coronavirus pandemic.

 **Resolved: that plans for May celebrations are cancelled and that the working party look to having celebrations in September.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. D. Carlisle

**20/03/17 TO REVIEW THE FOLLOWING POLICIES:-**

 **I. Treloweth School & Carn Brea Parish Council Joint Emergency Evacuation Operating Procedure.**

 **II. Pre-App Policy**

 **III. Non-Material Amendments Policy**

 **IV. Use of Council Vehicle Policy**

 **V. Financial Regulations with £60,000**

 **Resolved: That the following reviewed policies are approved:-**

* **Treloweth School and Carn Brea Parish Council Joint Emergency Evacuation Operating Procedure**
* **Non-Material Amendments Policy**
* **Use of Council Vehicle Policy**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. M. Moyle

**Resolved: That the Pre-App Policy be approved with the following amendments:-**

* **Part 2, point 4 – Chairman/Vice Chairman *of the Planning Committee***
* **Part 2, point 8 – Chairman *of the Planning Committee***
* **Part 2, point 11 – Chairman *of the Planning Committee***
* **Pre-App form signatory boxes amended to Chairman and Vice Chairman of the Planning Committee.**

 **Proposed:** Cllr. P. Holmes  **Seconded:** Cllr. M. Moyle

 **Resolved: That the amended Financial Regulations be approved and the amount in item 11 b and h remain at £60,000.**

**Proposed:** Cllr. P. Holmes **Seconded:** Cllr. M. Moyle

**20/03/18 TO RECEIVE AND CONSIDER PLANNING APPLICATION PA19/10816**

Cllr. Sheppard explained the planning application received. Cllr. Moyle explained that the application was being considered due to the deadline for the application.

 **Resolved: that Carn Brea Parish Council support PA19/10816**

 **Proposed:** Cllr. P. Sheppard **Seconded:** Cllr. C. Jordan

**20/03/19 TO CONSIDER RENEWAL OF THE SERVICE LEVEL AGREEMENT FOR THE PROVISION OF LEGAL SERVICES**

Cllr. Moyle explained the service level agreement being considered.

 **Resolved: that Carn Brea Parish Council renew the service level agreement for the provision of legal services for a further year.**

 **Proposed:** Cllr. M. Moyle  **Seconded** Cllr. D. Carlisle

**20/03/20 TO RECEIVE UPDATES REGARDING THE CORONA VIRUS AND MAKE APPROPRIATE RESOLUTIONS**

The meeting received updates from CALC and NALC regarding the corona virus and discussed the need for delegated powers to ensue council business continuity.

 **Resolved:** **that the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman of the Council or Chairman of the relevant committee to take any actions necessary with associated expenditure to protect the interest of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation**

 **with the members of the council where possible.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. D. Carlisle

 **Resolved: that no further Council meetings are scheduled apart from the annual meeting which will be held in May and the annual meeting of electors which must be held between 1st March and 1st June 2020 unless further advice is received. The only exception would be an emergency Staffing Meeting. That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman of the Council to make appropriate arrangements for a virtual meeting if agreed by the government.**

 **Proposed:** Cllr. M. Moyle **Seconded:** Cllr. J. Pollock

 **Resolved: that the Council delegates authority to the Clerk in conjunction with the Chairman of the Council to approve expenditure for all items up to £1000 during the period of the pandemic Coronavirus.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. C. Jordan

 **Resolved: that in cases of extreme risk to the delivery of council services, the Clerk may authorise expenditure on behalf of the council which in their judgement it is necessary to carry out up to £1000. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.**

 **Proposed:** Cllr. M. Moyle **Seconded:** Cllr. D. Carlisle

 **Resolved: that the Council delegates authority to the Clerk in consultation with the Chairman, Vice Chairman of the Council and Chairman, Vice Chairman of the Planning Committee to agree responses to Planning Applications once the following process has been followed: -**

* **The Clerk/Assistant Clerk will advertise on the council’s website by 12 noon on Mondays links to all planning applications received to date offering the public the opportunity to give their views within 5 working days.**
* **The Clerk/Assistant Clerk to circulate the list of planning applications received with links to all members of the council by 12 noon on Mondays.**
* **At the end of the public opportunity to comment, the Clerk/Assistant Clerk will forward a summary of the public comments received to all members of the Council for member comments for a period of a further 5 working days.**
* **Once all comments have been received the Clerk after consultation in line with the above delegate powers will share the draft response with members of the Council for 2 days for any comments, before being sent to Cornwall Council.**
* **The Council’s response will then be posted on the council’s website.**

**Proposed:** Cllr. D. Carlisle **Seconded:** Cllr. M. Moyle

 **Resolved: that the Council shut the office to members of the public and Councillors to contact by telephone and email where possible for the foreseeable future.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. J. Pollock

 **Resolved: that all hall hire is stopped until further notice and that the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman of the Council to agree when hall hire can commence.**

 **Proposed:** Cllr. C. Jordan **Seconded:** Cllr. D. Carlisle

 **Resolved: that the Clerk be authorised to change/alter working patterns in staff in consultation with Staff, Chairman of the Council and the Vice Chair of the Council.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. C. Jordan

The meeting agreed that draft minutes of tonight’s meeting will be added to the website once confirmed for accuracy by the Chairman of the meeting.

**20/03/21 TO RESOLVE THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THAT THE PRESS AND PUBLIC BE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.**

 **Resolved: that under the 1960 public bodies (admission to meetings) act that the press and public be excluded due to the confidential nature of the business to be discussed**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. M. Moyle

**20/03/22 TO DISCUSS AWARDS FOR LOCAL PEOPLE AND MAKE APPROPRIATE ARRANGEMENTS**

The meeting received nominations for awards to local people.

**20/03/23 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING HELD ON 20TH FEBRUARY 2020 AND THE CHAIRMAN TO SIGN THEM**

The meeting received the draft confidential minutes of the Full Council meeting held on

 20th February 2020

 **Resolved: that the confidential minutes of the Full Council meeting held on 20th February 2020 are approved and duly signed.**

 **Proposed:** Cllr. M. Moyle **Seconded:** Cllr. C. Jordan

**20/03/24 TO APPROVE ANY RECOMMENDATIONS MADE BY THE STAFFING COMMITTEE**

There were no further recommendations made by the Staffing Committee.

**20/03/25 TO RECEIVE QUOTATIONS FOR WEED TREATMENT AND APPROVE EXPENDITURE**

The meeting received quotations for weed treatment.

 **Resolved: that quote A is accepted.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. C. Jordan

**20/03/26 TO RECEIVE QUOTATIONS FOR GRASS CUTTING AND APPROVE EXPENDITURE**

The meeting received quotations for the grass cutting of Moorfield Road Open Space and Wheal Fortune Park.

 **Resolved: that quote A be accepted and associated expenditure is approved.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. P. Sheppard

**20/03/27 TO RECEIVE QUOTATIONS FOR RENEWAL OF ELECTRIC AND GAS CONTRACT AND APPROVE EXPENDITURE**

The Assistant Clerk reported that quotations had been received and information was on the table. The meeting discussed the options available to the Council.

 **Resolved: that CBPC accept the recommendation of Option 2 for a 3 year tariff.**

 **Proposed:** Cllr. P. Sheppard **Seconded:** Cllr. D. Carlisle

**20/03/28 TO CONSIDER RENEWAL OF CALC MEMBERSHIP AND APPROVE EXPENDITURE**

The Clerk informed the meeting of the cost to renew the CALC membership for another year.

 **Resolved:** **that the CALC membership be renewed and all associated expenditure is approved.**

 **Proposed:** Cllr. P. Holmes **Seconded:** Cllr. C. Jordan

 **Meeting closed at 8:05 pm**

**Signed: ………………………………………………..**

**(Chairman of the Council)**